



**MINUTES**  
**Rate Structure Work Group Meeting**  
**Wednesday June 29, 2022 / 9:00AM - 11:00PM**  
**Held via: Zoom Webinar**

**Attendance:** Laurie Vachon, BDS Facilitator; Jen Doig, BDS Facilitator; Christy Roy, BDS Facilitator; Abby Conger, BDS; Drew Smith, A&M; Krista Stephani, Myers and Stauffer; Lesley Beerends, Myers and Stauffer; Jacquelyn George, Myers and Stauffer; Kim Shottes, ED Plus Company; Martin McNamara, Optumas; Ellen McCahon, ED CSNI; Matthew Cordaro, ED One Sky Services; Shelley Kelleher, CFO Lakes Region Community Services; Sudip Adhikari, Gateways; Kara Nickulas, CMCC; Alecia Ortiz, A&M; Stacey Rosenzweig, A&M; Susan Silsby, Easter Seals

*Please reference the corresponding slide presentation for the detailed agenda, including topics and themes covered in the meeting and corresponding takeaways and applicable action items.*

Topic	Key Takeaways & Action Items
<b>Beta Test Logistics</b>	<p><b><u>Overview</u></b></p> <ul style="list-style-type: none"> <li>• Myers and Stauffer (MSLC) reviewed the beta test process, to begin on June 30. <ul style="list-style-type: none"> <li>○ Any feedback provided during the Work Group held on June 29 will be included in the version of the cost report produced after feedback from the beta test.</li> <li>○ Members of the Work Group (or designee) and Area Agency (AA) Business Managers will be provided opportunity to participate in beta test.</li> <li>○ Request is to provide feedback on schedules related to AA or vendor providers service provisioning.</li> <li>○ The Case Management Worksheet is still under development but feedback on what is available is requested.</li> <li>○ Feedback due no later than July 15, 2022.</li> </ul> </li> </ul> <p><b><u>Work Group Discussion</u></b></p> <ul style="list-style-type: none"> <li>• What is the expectation of Work Group Members during the beta test? <ul style="list-style-type: none"> <li>○ MSLC Response: Please review instructions and information icons to ensure clarity. Expectation is not to review formulas,</li> </ul> </li> </ul>

	<p>but if something is noticed, please let MSLC know. There are notes sections throughout the report for Beta Testers to enter feedback in directly, or it may be sent to <a href="mailto:NHCostReport@mslc.com">NHCostReport@mslc.com</a>.</p> <ul style="list-style-type: none"> <li>• Work Group members expressed some concern about the Beta Test, specifically if test data were not going to be filled in, MSLC may not receive robust feedback. <ul style="list-style-type: none"> <li>○ After some discussion, it was decided for several members to fill in the beta test with test data to ensure the cost report could be completed appropriately.</li> <li>○ By doing this it would allow an AA or a provider vendor to discover questions or issues which may not have been immediately evident otherwise.</li> </ul> </li> <li>• The Work Group also had several questions related to the rate methodology development and how the cost report would be used in developing that methodology. <ul style="list-style-type: none"> <li>○ The cost report data will allow MSLC and Optumas to confirm assumptions needed for each component of a rate to ensure a rate is reflective of services in New Hampshire.</li> </ul> </li> </ul>
<p><b>Continue Discussion on Cost Report Schedules</b></p>	<p><b><u>Questions Worksheet</u></b></p> <ul style="list-style-type: none"> <li>• In a previous discussion, MSLC was asked to provide an explanation between the differences on line 5 between actual costs and what costs should be. MSLC provided examples. <ul style="list-style-type: none"> <li>○ The Work Group Member expressing interest in examples confirmed these provided examples were sufficient.</li> </ul> </li> </ul> <p><b><u>Expenses Worksheet</u></b></p> <ul style="list-style-type: none"> <li>• MSLC reviewed changes to the Expenses worksheet made between Work Group meetings. <ul style="list-style-type: none"> <li>○ Bonus pay was added to all staffing worksheets; it is separate because Bureau of Labor Statistics (BLS) data does not include bonuses.</li> <li>○ A section for pass-through contracted payments was added. MSLC was anticipating this line would be used primarily for respite payments.</li> <li>○ MSLC reviewed the Form A report to align cost centers on the Expenses worksheet with those activities. Specific feedback was requested on duplication or if there were items which needed clarity.</li> </ul> </li> <li>• MSLC reviewed formatting on the Expenses worksheet (i.e. red font for instances in which expenses do not tie appropriately to a trial balance). <ul style="list-style-type: none"> <li>○ All expenses provided in column D of the Expenses worksheet should tie to the trial balance.</li> </ul> </li> </ul>

- Dropdown lists will be interactive, based on the services selected in the Services worksheet.

#### **Workgroup Discussion- Expenses Worksheet**

- MSLC was asked to look in to adding a “select all” option on the Services worksheet for ease of filling out the cost report. MSLC committed to reviewing the feasibility of this.
- MSLC Question: Do AA’s and provider vendors recognize family and home care provider stipends would include Enhanced Family Care (EFC) payments?
  - Work Group Member Response: Yes
- What is meant by “stipend” on the direct staffing tab?
  - MSLC Response: Contractors receive 1099s and stipends are amounts paid to the family care givers. what is paid to those contractors.

#### **COVID Revenue/Expenses**

- MSLC received a question regarding COVID-related expenses and how these should be considered.
- MSLC is continuing to discuss this with the Department, but additional information from the Work Group is needed on what this may cover.
  - Work Group Members indicated there was not a lot of COVID revenue during SFY22.
  - Members asked for a definition on what would be covered under a COVID-related expense.
  - They also asked about American Rescue Plan Act funding and how this would be accounted for.

#### **Training and Turnover**

- MSLC reflected training hours as what would be required by an AA or provider vendor based on previous discuss.
- Additional training hours are now included.
  - A Work Group Member confirmed this is what was needed.
- Per discussions with the Department, MSLC is including medication training as “required.” Work Group Members agreed with this assumption.

#### **Benefits and Paid Time Off (PTO)**

- MSLC is requesting for averages for full time and part time staff, knowing there are different requirements for benefits eligibility.
- MSLC is defining full time as 30 hours per week.

- If any part time staff receives benefits, AA's or provider vendors should indicate "yes" on this schedule.

#### **Work Group Discussion- Benefits and Paid Time Off (PTO)**

- My AA offers health insurance but we do not pay for it. Should it be included?
  - MSLC Response: Only include the expense if it is an organizational expense. This will be clarified in the instructions.
- A Work Group Member suggested adding 403b as an option to the retirement information section.
- A Work Group Member also suggested adding short and long-term disability to this worksheet as well.

#### **DAADS/FMS**

- Questions regarding administration staffing, program staffing, and direct staffing on the DAADS and FMS worksheets will automatically be populated from those staffing worksheets.
  - If during the normal course of business an individual is performing multiple activities, they should be separated out and accounted for on the appropriate staffing worksheets.

#### **Workgroup Discussion- Miscellaneous Topics**

- How do I account for staff vacancies?
  - MSLC Response: This is the type of information which should be included in box 5 on the questions worksheet. We can make this section larger to provide additional room.
- Are you tracking taxes from other states? We have increased labor costs because of taxes.
  - MSLC Response: We have a payroll tax line, but that is something which would be appropriate to add to box 5 in the questions worksheet too.
- I may pay someone \$15.00 but when this person is on vacation I may have temporary staff come in who receive a higher wage. When we get to rate development, I need to ensure that I replace people being paid the same wage.
  - MSLC Response: There won't be individual specific rates, it will be a service rate, and there may be levels within that. The rate will be an average, If you have someone with a lower wage typically performing services, this should average out if you replace someone with a higher waged individual.